

ADMINISTRATIVE ORDER NO. 2002-2

AN ADMINISTRATIVE ORDER

BY THE MAYOR

**AN ADMINISTRATIVE ORDER
ESTABLISHING AN INCLEMENT
WEATHER POLICY**

WHEREAS, typically there are a few days each year when inclement weather conditions exist; and

WHEREAS, inclement weather is defined as extreme conditions of heat, cold, snow, ice, rain, lightning and high winds or combination of the above that in the assessment of the Mayor will result in conditions that may be detrimental to the health, safety and welfare of City employees; and

WHEREAS, it is vitally important that services provided by the City of Atlanta continue and that appropriate departments respond to conditions created by inclement weather.

NOW THEREFORE, I, SHIRLEY FRANKLIN, Mayor of the City of Atlanta, hereby order as follows:

Section 1: It is the directive of the Mayor that during inclement weather conditions, City government will remain open and essential services will be provided.

Section 2: In the event the Mayor determines that extreme weather conditions present a threat to the health or safety of employees and prevents performance of administrative operations, formal notification of closure will come from the Mayor to department heads.

Absences

- Employees unable to report to work or dismissed early because of the closure of City government due to inclement weather will be paid and not charged any accrued leave or compensatory time.
- Employees on scheduled leave will be charged accordingly.

- Employees who are required to report to work, notwithstanding inclement weather conditions, but fail to appear will be charged available leave or unpaid at the discretion of their appointing authority.

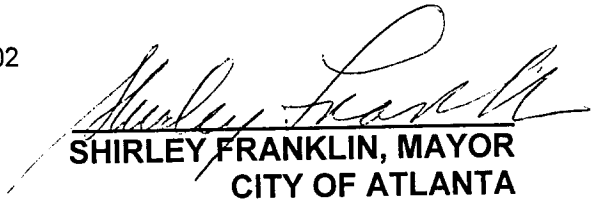
Compensation

Employees who report for work as required will be paid at their regular rate of pay according to City policy.

Safety

The appointing authority will ensure safety measures are taken to protect employees whose normal duties require outside work.

SO ORDERED THIS 04 day of February 2002


SHIRLEY FRANKLIN, MAYOR
CITY OF ATLANTA

ATTEST:

CLERK OF COUNCIL